

2008-09 MONTHLY FINANCIAL REPORT

AS OF September 30, 2008

Prepared by: Finance

The Honorable Mayor and Members of the City Council:

The financial report for the month ending September 30, 2008 is presented for your review and comment. The annual capital asset reconciliations and annual financial statements preparation have begun. Our auditors, Larson & Company have scheduled field work to begin for the annual audit on November 19th. The web based timecard system has been implemented for direct employee input.

General Fund - Revenue

- Real Property Taxes Deferred calendar year 2008 revenues have been posted into fiscal 2009. Most property taxes will be collected over the next three or four months.
- Sales Tax Collections Collections for the city occur two months behind the merchant's collection.

 The first month's distribution is included in this report.
- E911 Emergency Fees The City continues to receive a part of the E911 revenues generated on telephones within the City boundaries. Finance has re-evaluated the expectations of improvements to E911 fee reporting by telecommunication companies. It is estimated that at least \$100,000 is still not being reported as Cottonwood Heights' collections. Discussions with the State Tax Commission are continuing in an effort to improve compliance by telecomm companies.
- Fee-In-Lieu of Property Taxes Deferred calendar year 2008 revenues have been posted into fiscal 2009. This tax is slightly tracking ahead of budget.
- Franchise Taxes (Cable TV) This revenue source reports and pays on a quarterly basis and will first show on our October or November Financial Report.
- Transient Room Tax Collections This tax collection is reported by entities on the same schedule as general sales tax reporting. Most collections of this tax occur during the winter ski months.
- Licenses and Permits –Business Licensing is ahead of prior year activity. Animal licensing collections are also behind elapsed year. Building permits are at the same pace as prior year activity. Road Cuts revenues are billed monthly along with over the counter payments. Billings are current.
- Intergovernmental Revenues Class C road funds are paid bi-monthly and seem to be tracking well.

 Liquor Funds are distributed once a year in December. Other Federal Grants

 (CDBG) are reimbursed to the City as expenses are submitted for funding.
- Charges for Service Zoning revenues appear to be starting the year behind the established budget for the year. This is reflective of the fact that new building starts are down.

Fines and Forfeitures – We continue to receive remaining revenues from Salt Lake County Justice Courts on tickets issued prior to July 1, 2007. Currently there are several hundred tickets that are inactive and have a bench warrant assigned to them from the Salt Lake County Justice Court. Revenues from tickets processed through Holladay Justice court are reconciled quarterly.

Interest/Miscellaneous – The interest earnings on our PTIF account with the State Treasurer is split among

General Fund and Capital Projects Fund and other designated fund balances. Total
earnings in all funds in the PTIF for the year are \$65,631. This is about half as much
as we earned in the prior year, due mostly to interest paid rates.

General Fund – Expenditures

General Government – The City's annual general liability policy has now been paid for the fiscal year, which results in the Mayor & City Council's budget to look overspent when it is not. The Butlerville Days event in July is the major event during the year, resulting in a large percentage of the Legislative Committees budget also being spent early in the year. All general government expenditures have been moved into the City Manager's line. Data Processing expenditures have now been moved into Finance. All other department expenditures are as expected within budgeted amounts. (See additional data on the Community Events and Project / Programs Summary which shows expenditures & revenues through October 20th.)

Public Safety - The Public Safety department includes police, fire and ordinance enforcement. The start-up activities for the City police department have continued very well. The police department continues to purchase a lot of one time items in equipment and information systems. The fire department is billed quarterly.

Highways & Public Improvements - Public Works expenditures are within budget. Impact Fee

Programs include both Storm Water and Transportation fee projects. The

Class C Road program budget is primarily for street lighting, water and the

Salt Lake County Public Works contract.

Planning - Department expenditures are within budget.

Business Licensing - Department expenditures are within budget.

Debt Service - The City has no outstanding debt as of prior year end.

General Fund - Other Financing Sources and Uses

Appropriated Beg Balances – Class C Road funds' beginning balances will be entered as soon as the ending balance from the previous year is calculated. (Impact Fees appropriated beginning balances should be zero.)

Impact Fees - No impact fee collections occurred in September, due to no new building starts..

Proceeds from Capital Leases – The capital lease for police vehicles has been funded for \$826,985.

Transfers - Transfers are budgeted and primarily expended at year-end when available funds are known.

General Fund – Fund Balance

Fund Balance (Expected) - The Beginning Balance Restricted Fund for fiscal year-end 2008 will appear on the financial report as soon as the balances are calculated. When the year is closed and all accruals are made and reserves for Class C road funds, Impact fees are deducted, the remaining Fund Balance will calculated. Currently it appears that the ending General Fund restricted fund balance will maintain a 6.0 percent balance of \$ 930,166, and the unrestricted balance will increase from the prior year end balance of by approximately \$200,000.

Capital Projects - Revenue

Grants - Last year we received approximately \$909,000 in grant revenue for capital projects.

Revenue - Interest calculations are based on the PTIF earnings rate at the State of Utah

Treasurer's Pool account for the City.

Capital Projects - Expenditures

General Government – This budget includes \$9,869,857 for projects and engineering. Various projects are now itemized as line items in this report.

Capital Projects – Other Financing Sources

Transfers from General Fund – The budgeted transfer of \$2,633,864 from the General Fund will be needed to balance this fund and will be made at year end.

Unreserved Capital Projects Beginning Balance – This amount of \$8,560,717 represents the prior year ending balance in the Capital Projects Fund that will be carried forward to this year.

This amount may increase as prior year end financials are completed.

Employee Benefits Fund - an Internal Service Fund

The purpose of this fund is to pay as you go with regards to employee's accrued benefits. This report has been newly formatted and updated. It will now show the total balance in the PTO liability account and any uses during the reporting period. The year-end calculated amount of the potential liability for lump sum payouts has been funded and the adjusting entry has been made equal to potential liabilities. By doing so the City should never find itself with an unexpected or unfunded employee benefit liability. This was funded \$20,428 in FY 2008 based on actual accrued employee PTO (Personal Time Off) and is budgeted to receive an additional \$43,163 funding at year-end.

Community Events & Program/Projects Summary

Attached to this report is a Community Events & Program/Projects Summary. This is a brief summary for budgetary review of expenditures by specific program or project with current balances as of the date listed.

I welcome your inquiries and appreciate the opportunity to serve.

Sincerely,

David Muir

Director of Finance Cottonwood Heights

"City between the Canyons"

25% <u>Year Elapsed</u>	Uncollected YTD Actual %
	Uncollected
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual For the Fiscal Period Ending September 30, 2008	Current

Description	Adopted Budget	Final Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
REVENUES							
TAXES							
Real Property Taxes	\$6,600,000	\$6,600,000	\$22,370	\$358,432		\$6,241,568	2%
E911 Emergency Telephone Fees	207,000	207,000	17,565	\$17,565		4,764,760	
Fee-In-Lieu of Property Taxes	500,000	500,000	47,418	\$345,301		154,699	Ψ
Transient Room Tax	25,000	25,000	1,268	\$1,268		23,732	2%
Total Taxes	12,783,654	12,783,654	523,861	\$1,157,806		11,625,848	%6
LICENSES AND PERMITS							
Business Licenses and Permits	250,000	250,000	16,459	\$36,198		213,802	14%
Animal Licenses & Fees Buildings Structures and Equipment	25,000	25,000	997	\$2,086		22,914	88
Road Cut Fees	100,000	100,000	17,751	\$27,065		72,935	27%
Total Licenses and Permits	625,000	625,000	51,368	\$131,772		493,228	21%
INTERGOVERNMENTAL REVENUE							
Federal Grants	65,000	65,000		0\$		65,000	%0
Justice Assistance Grant RVP Grant		24,174		O\$ 6		24,174	
Crime Victims Assistance Grant		15,080		0 9 9		15,080	
Class C Roads Lignor Find Allotment	1,271,561	1,271,561	155,852	\$433,294		838,267	34%
Total Intergovernmental Revenues	1,376,561	1,427,197	155,852	\$433,294		993,903	30%
CHARGES FOR SERVICE				;			
Zoning and Sub-division Fees Sale of Maps and Publications	116,000	116,000 2,00 <u>0</u>	2,980	\$7,898 \$5		108,102 1,995	% % 0%
Total Charges for Services	118,000	118,000	2,985	\$7,903		110,097	%4
FINES AND FORFEITURES							
Courts Fines	282,790	282,790	3,935	\$5,477		277,313	2%
Total Fines and Forfeitures	282,790	282,790	3,935	\$5,477		277,313	2%

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Statement of Revenues, For		11 - General Fund ditures and Changes in Func cal Period Ending Septembe	11 - General Fund Expenditures and Changes in Fund Balances - Budget and Actual the Fiscal Period Ending September 30, 2008	es - Budget and 38	Actual		25% Year Elapsed
Description	Adopted Budget	Final Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
MISCELLANEOUS REVENUE Interest Revenues Miscellaneous Revenues	\$250,000	\$250,000	\$1,470 14,100	\$3,804 \$17,370		\$246,196 (17,37 <u>0</u>)	2%
Total Miscellaneous Revenue	250,000	250,000	15,570	\$21,173		228,827	
TOTAL REVENUES	15,436,005	15,486,641	753,570	\$1,757,425		13,729,216	11%
EXPENDITURES							
GENERAL GOVERNMENT LEGISLATIVE							
Mayor & City Council Legislative Committees & Special Bodies	423,567 86,323	423,567 86,323	15,585 14,860	\$231,030 \$57,782		192,537 28,541	55% 67%
· Total Legislative	509,890	509,890	30,445	\$288,811		221,079	21%
JUDICIAL Courts & City Prosecutor	270,000	270,000	1,075	\$2,974		267,027	1%
Total Judicial	270,000	270,000	1,075	\$2,974		267,027	1%
EXECUTIVE & CENTRAL STAFF City Manager	634,409	634,409	58,215	\$170,416		463,993	27%
Total Executive & Central Staff	634,409	634,409	58,215	\$170,416	-	463,993	27%
ADMINISTRATIVE AGENCIES Finance	239 382	239.382	11 474	\$36.334	የፀዓ	203 048	15%
Attorney	165,375	165,375	- 000 - 000 - 000	\$23,860)	141,515	45%
l reasurer Recorder	301,515	301,515	20,551	\$17,239		53,210 232,940	24%
Total Administrative Agencies	776,721	776,721	37,263	\$146,007	5,695	630,714	19%
NON-DEPARTMENTAL Data Processing General Government							
Planning Commission	11,250	11,250	268	\$1,044		10,206	%6
Total Non-Departmental	11,250	11,250	768	\$1,044		10,206	%6
Total General Government	2,202,270	2,202,270	127,265	\$609,252	5,695	1,593,018	28%

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40 - Capital Flojects Fund	Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual	For the Fiscal Period Ending September 30, 2008

Statement of Rev	4: /enues, Expenditu For the Fiscal	Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual For the Fiscal Period Ending September 30, 2008	r rund in Fund Baland eptember 30, 20	es - Budget and 108	l Actual		25% Year Elapsed
Description	Adopted Budget	Final Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
REVENUES							
Interest Revenues	\$300,000	\$300,000	\$17,059	\$62,548		\$237,452	21%
TOTAL REVENUES	300,000	300,000	17,059	\$62,548		237,452	21%
EXPENDITURES							
Pavement Maintenance ADA Ramns	1,200,000	1,200,000	254,847	\$303,000		897,000	25%
Ft Union Level Course	000	000	27,120	\$57,494		(57,494)	%0 0
Public Works GIS Inventory	25,000	25,000		\$3,926		21,074	16%
Traffic Calming	75,000	75,000		\$23,315 \$1,446		(23,316) 73,554	%%
Storm Drain Improvements Caballero Storm Drain	450,000	450,000	4,928 58,667	\$48,106 \$58,667		401,894	11%
Reindeer Storm Drain				\$233,025		(233,025)	%0
Cross Gutter Replacement	50,000	50,000	3,059	\$9,940		, 40,060 ,	20%
County Land Grant	1,937,896	1,937,896	<u>n</u>	08		(6U) 1,937,896	%% 6°
Big Cottonwood Cyn Trail Parks Trails and Onen Snace	A 002 245	A 077 142	12,918	\$37,684		(37,684)	0%
Old Mill Pond	4,986,4	7,077,	2,073	\$179,120		4,796,022	% % %
Traffic Signal Upgrades	179,820	179,820	6,692	\$14,269		165,551	%8 8
Sureet Lignung Program Bridge Rehabilitation	50,000 75,000	50,000 75,000	684	908 808 808		50,000	%
Danish Road Project	225,000	225,000	15,642	\$26,112		198,888	12%
Transportation Plan update	20,000	20,000	2,554	\$2,554		17,446	13%
Storm Water Plan update Ft Union Timing Study	30,000	30,000		08		30,000	%0 0
Storm Drain Cleaning & Maintenance Miscellaneous Small Proiects	100,000	100,000	6,469	\$6,469		93,531	%% %%
TOTAL EXPENDITURES	9,884,961	9,869,858	417,670	\$1,122,818		8,747,040	11%
OTHER FINANCING SOURCES							
Transfers from General Fund Unreserved Capital Projects Fund Beg Bal Appropriated	2,648,968 6,935,993	2,633,865 6,935,993		80		2,633,865 6,935,993	%0 %0
TOTAL OTHER FINANCING SOURCES	9,584,961	9,569,858		0\$		9,569,858	%0
Unrestricted Fund Balance			(400,612)	(\$1,060,270)		1,060,270	%0

Cottonwood Heights

Statement o	11 - General Fund Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual For the Fiscal Period Ending September 30, 2008	11 - General Fund les, Expenditures and Changes in Fund Balances For the Fiscal Period Ending September 30, 2008	und s in Fund Baland eptember 30, 20	ces - Budget and 008	Actual	,	25% <u>Year Elapsed</u>
Description	Adopted Budget	Final Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
OTHER FINANCING SOURCES Impact Fees - Current Year Collections Proceeds from Capital Leases	\$60,000 769,171	\$60,000 826,985	826,985	\$11,232 \$826,985		\$48,768	19% 100%
Total Other Financing Sources	829,171	886,985	826,985	\$838,217		48,768	%56
Subtotal Available Revenues & Sources	2,648,968	2,633,865	663,602	(\$2,099,817)	(37,646)	4,733,682	(%08)
OTHER FINANCING USES Transfers to Capital Projects Fund	2,648,968	2,633,865	-	\$0		2,633,865	% 0
Total Other Financing Uses	2,648,968	2,633,865		\$0		2,633,865	%0
Current Change in Fund Balance			663,602	(\$2,099,817)	(37,646)	2,099,817	%0
General Fund Balance Prior Year-End	936,166	936,166		\$0		936,166	%0
FUND BALANCE (Expected)	936,166	936,166	663,602	(\$2,099,817)	(37,646)	3,035,984	(224%)
Fund Balance Detail Restricted Fund Balance Ending Prior YE Current Change In Unrestricted Fund Balance	936,166	936,166	663,602	\$0 (\$2,099,817)	(37,646)	936,166 2,099,817	%0 *0

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Statement of F	11 - General Fund Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual For the Fiscal Period Ending September 30, 2008	11 - General Fund Expenditures and Changes in Fund Balances ne Fiscal Period Ending September 30, 2008	und s in Fund Balanc eptember 30, 200	es - Budget anc 08	l Actual		25% <u>Year Elapsed</u>
Description	Adopted Budget	Final Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
PUBLIC SAFETY Police Fire Ordinance Enforcement	\$5,863,124 3,151,987 161,200	\$5,971,574 3,151,987 168,501	\$524,318 30,015 15,037	\$2,830,527 \$802,651 \$40,663	\$31,951	\$3,141,047 2,349,336 127,838	47% 25% 24%
Total Public Safety	9,176,311	9,292,062	569,370	\$3,673,841	31,951	5,618,221	40%
HIGHWAYS AND PUBLIC IMPROVEMENTS Public Works (City Dept) Impact Fee Program Class C Road Program	281,195 60,000 1,271,561	281,195 60,000 1,271,561	17,527	\$55,051 \$0 \$226,090		226,144 60,000 1,045,471	20% 0% 18%
Total Highways and Public Improvements	1,612,756	1,612,756	178,943	\$281,141		1,331,615	17%
COMMUNITY AND ECON DEV Planning Business Licensing	571,170	571,170 61,503	36,718 4,657	\$117,050		454,120 47,32 <u>7</u>	20%
Total Community and Economic Development	624,871	632,673	41,375	\$131,226		501,447	21%
DEBT SERVICE							
TOTAL EXPENDITURES	13,616,208	13,739,761	916,953	\$4,695,460	37,646	9,044,301	34%
Excess (Defic) of Revenues over Expenditures	1,819,797	1,746,880	(163,383)	(\$2,938,034)	(37,646)	4,684,914	(168%)

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25% Year Elapsed	YTD Actual % of Amended Budget		(2%)	(2%)
H	Uncollected or Available Budget		\$44,235	44,235
65-Employee Benefits Fund (an Internal Service Fund) Statement of Revenues, Expenditures and Changes in Fund Net Assets For the Fiscal Period Ending September 30, 2008	Outstanding Encumbrance			
	YTD Actual		(\$1,072)	(\$1,072)
	Current Month Actual			
enefits Fund (an Expenditures an Period Ending S	Final Budget		\$43,163	43,163
65-Employee Be tatement of Revenues, For the Fiscal	Adopted Budget		\$43,163	43,163
<i>O</i>	Description	OPERATING REVENUES	Charges for Employee Benefits	OPERATING EXPENSES

OPERATING REVENUES						
Charges for Employee Benefits	\$43,163	\$43,163	-	(\$1,072)	\$44,235	(2%)
OPERATING EXPENSES	43,163	43,163		(\$1,072)	44,235	(2%)
Employee Benefits	44,663	44,663		\$0	44,663	%0
	44,663	44,663		\$0	44,663	%0
Operating Income (Loss)	(1,500)	(1,500)		(\$1,072)	(428)	71%
NON-OPERATING REVENUES Interest Revenues	1,500	1,500	100	\$334	1,166	22%
Change in Non-Current PTO Liability			100	(\$738)	738	%0
NOTE: Balance of Liability Account						
NON-CURRENT PTO LIABILITY - BEGINNING Calculated future liability added Current fiscal year usage of fund	(40,292) (44,663)	(40,292) (44,663)		(\$40,292) \$0 \$40,292	(44,663) (40,292)	100% 0% 0%
NON-CURRENT PTO LIABILITY - ENDING	(84,955)	(84,955)		\$0	(84,955)	%0

				Budgeted / (or		
O				Addl		
Community Events Summary 10/20/2008		BUDGETED AMOUNT>>>>		Revenues) 109,273	Expenditures	Net Activitiy
700-Misc City Events	11-546-4112-700	Community Recreation	•	- 109,213	4,023	(4,023)
701-Community Clean-up		Community Recreation		•	•	-
710-Youth City Council		Community Recreation		-		-
711-City Birthday 713-Bark in the Park		Community Recreation Community Recreation				-
714-Night Out Against Crime		Community Recreation		-	2,989	(2,989)
715-Light the Night		Community Recreation		-		· · ·
716-Easter Egg Event		Community Recreation		-		-
717-Appreciation Dinner Event 718-Tennis Title Sponsor Event		Community Recreation Community Recreation		-		-
719-Movie in the Park Event		Community Recreation		-		-
720-Meet the Candidate Event	11-546-4112-720	Community Recreation		-	1,054	(1,054)
721-Turkey Day Run		Community Recreation		-		-
722-Relay for Life 724-Butlerville Days		Community Recreation Community Recreation		28,823	E7 101	(20.270)
725-City History Committee		Community Recreation		20,023	57,101 527	(28,278) (527)
501-Local ZAP - Butlerville Days		Community Recreation		-	. 027	(02/)
			Totals	138,096	65,695	(36,872)
List of Programs/Projects FY	2008		**. ***	· · · · · · · · · · · · · · · · · · ·		
10/20/2008	<u>-</u>		<u>Program</u>			
			<u>Funds</u>			Remaining
Other Coneral Fund Projects			<u>Booked</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Budget</u>
Other General Fund Projects Community Development Block Grant (200)		Federal		65,000	1,721	63,279
Arbor Day Grant (201)		Federal	-	05,000	1,121	03,279
Homeland Security Grant (202)		Federal	-	_		-
Storm Water Impact Fees (350)		Fees & Assessments	4,432	30,000		30,000
Transportation Impact Fees (351)		Fees & Assessments	10,757	30,000		30,000
Citizen CERT Training (402)		State Programs	400.000	4 074 504	050 000	4 040 050
Class C Roads (415) 50/50 Citizen Funds (415)		State Programs City Inititives	436,020 10,001	1,271,561	252,209	1,019,352
Private Donations - Dare (803)		City Inititives	3,500	3,500		3,500
Private Donations - Victims Fund (804)		City Inititives	-	-		-
New School District (805)		City Inititives	-	-		-
Justive Assistance Grants (806)		Public Safety		24,174	3,423	20,751
BVP Grant (807) Crime Victim Assistance Grant (808)		Public Safety Public Safety		11,382 15,080	*	11,382 15,080
Chille Victim Assistance Chart (000)	······································	r ubile Salety		10,000	· · · · · · · · · · · · · · · · · · ·	10,000
Capital Projects						
7001 - Pavement Management (751)		City Inititives	-	1,200,000	303,000	897,000
7002 - ADA Ramps (768) 7003 - Fort Union Level Course (763)		City Inititives City Inititives	•	200,000	35,996	164,004
7003 - Port Officin Level Course (763) 7004 - 1495 Intersection Improvements (764))	City Inititives	-	296,373 64,219	58,404	237,969 64,219
7005 - Public Works GIS Inventory (765)	•	City Inititives	•	25,000	3,926	21,074
7006 - Bus Bench Installation (766)		City Inititives	-	19,984	23,316	(3,332)
7007 - Traffic Calming (755)		City Inititives	•	75,000	1,446	73,554
7008 - Sidewalk & Gutter Lifting (760)		City Inititives City Inititives		450,000	E2 706	206 204
7009 - Storm Drain Projects (756) 7010 - Caballero Storm Drain (770)		City Inititives	-	450,000	53,706 58,667	396,294 (58,667)
7011 - Reindeer Drive Storm Drain (771)		City Inititives	-	106,078	233,025	(126,947)
7012 - Cross Gutter Replacement (772)		City Inititives		76,756	9,940	66,816
7014 - County Land Grant (550)		County Programs	•	1,937,896		1,937,896
7015 - Big Ctnwd Trail (551)		County Programs	•	373,167	37,684	335,483
7016 - Parks, Trails and Open Space (757)		City Inititives	•	4,861,421	181,456	4,679,965
7017 - Old Mill Pond (758) 7018 - Lab Alive Dog Park (762)		City Inititives City Inititives	-	738,147	333	737,814
7019 - Signal Upgrades		City Inititives	<u>.</u>	179,820	14,269	165,551
7020 - Lighting Program		City Inititives		50,000	,	50,000
7021 - Bridge Rehabilitation				75,000		75,000
7022 - Danish Road Project		City Inititives		225,000	26,112	198,888
7023 - Transportation Capital Plan update 7024 - Storm Water Capital Plan update		City Inititives		20,000		20,000
7024 - Storm vyater Capital Plan update 7025 - Ft Union Traffic Timing Study		City Inititives City Inititives		30,000 50,000		30,000 50,000
7026 - Storm Drain Cleaning & Maintenance		City Inititives		100,000		100,000
7099 - Miscellaneous Small Projects		City Inititives		215,100	80,619	134,481